

**Special Emphasis Program  
Diversity Advisory Committee Meeting  
November 8, 2007, Building 388  
8:30 a.m. – 9:45 a.m.**

Action Items are in **bold underscore red**.

**Present:** Frank Baca, Chair, SEP DAC, Office of the Director  
Gene Chavez for Arlene Sambrano, Senior Diversity Champion for HEP, OHCMS  
Lillian Retallack, SEP Program Manager, SSO  
Levi Bowman, Program Manager, AIP  
Sadie Wowianko, Alternate Program Manager, AIP  
Sheila Rednose, Alternate Program Manager, AIP  
Edna White, Program Manager, BEP  
Alicia Williams, Program Manager, FWP  
Nancy Hogan, Alternate Program Manager, HEP  
Pat Cream, Program Manager, GLBTSAP  
Deborah Couchman-Griswold, Alternate Program Manager, GLBTSAP  
Mike Zamorski, Senior Diversity Champion for AIP  
Levi Bowman, Program Manager, AIP  
Christopher Duran, Program Manager, APAP  
Elizabeth Donnelly, Program Manager, OWP  
Tena Chavez, Diversity Representative, OST  
Tom Gutierrez, Council Member, Office of Strategic Planning & Analysis, NA-10  
Patty Padilla, EEO & Diversity Office  
Debbie Parrish, EEO & Diversity Office

**Absent:**

Michael Perez, Program Manager, CPWD  
Pat Higgins, Office of Strategic Planning & Analysis, NA-10  
Arlene Sambrano, Senior Diversity Champion, HEP  
Ray Corey, Senior Diversity Champion, GLBTSAP  
Dennis Martinez, Senior Diversity Champion, CPWD  
Debby Miller, Senior Diversity Champion, APAP  
Roger Liddle, Senior Diversity Champion, OWP  
Don Garcia, Senior Diversity Champion, FWP, OBS  
Mark Baca, Senior Diversity Champion, BEP

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## **Welcome & Introductions & Overview of Meeting Agenda:** Frank Baca, Chair

### **Gene Chavez for Arlene Sambrano – Human Resources Update**

- The first phase of the demo training has been completed. The next phase of training which is the most critical will be for supervisors. The demonstration project is tentatively scheduled to begin March 1, 2008. The NNSA Training Learning Development Council has been established. The mission of the council is to determine the corporate training needs for NNSA to include implementation and delivery schedule. Each NNSA office will have a representative that serves on the council. Lastly, the Service Center will recruit and fill nineteen Student Career Experience Program slots for FY 08.

### **Tom Gutierrez - Food/Turkey Drive Update**

- Tom encourage all SEP DAC members to promote the food and turkey drive on November 14-15, 2007.

### **Vice Chair Vacancy**

- Maggie Wood has stepped down as the SEP DAC Vice-Chair. Consensus that the new SSO Business Manager will replace Maggie as Vice-Chair.

### **SEP DAC Strategic Goals FY 08 Assignments - Frank Baca**

- Assignments were made for the SEP DAC FY 08 Operational Plan
- Goal One – Levi Bowman & Elizabeth Donnelly – (Support management in maintaining a strong, viable, and diverse workforce)
- Goal Two – Sergio Herrera & Michael Perez (Preserve and enhance a culture of quality service to NNSA Customers)
- Goal Three – Alicia Williams & Edna White (Advance team building within NNSA and local communities to enhance programs and services)
- Goal Four – Chris Duran and Pat Cream (Share best practices, special events, noteworthy accomplishments (individual or organization) and success with all programs and employees.
- Each team will provide action plans and status reports for the next meeting.

### **Statement of Cooperation - Frank Baca**

- The Statement of Cooperation was signed by Karen Boardman. Other organizations may be added on the dissemination list. Please send the name and address of the organization to Debbie Parrish.

### **Elizabeth Donnelly, OWPM**

- Proposal to change the name of the Older Worker's Program to "Multigenerational Workforce Program." Received input from SEP DAC.  
**Motion made to have each SEPM discuss the name change with their council members and provide feedback to Debbie Parrish.**
- The OWP will donate their food drive donations to BEP.

- Jackson Middle School tutoring program working well. Received funds from Pat Cream for the Pizza Party.
- Deborah Armstrong from the New Mexico Department of Aging will be a keynote speaker for FY 08. Will also extend an invite to Jeff Vargas, NNSA HQs, to conduct a training session on generational differences.

#### **Pat Cream, GLBTSAP**

- Money generated from the Annual SEP Book Sale will be divided between the tutoring programs for Lowell Elementary and Jackson Middle School. Pat stated that she wanted to ensure that the funding is spent so that no carryover balances exist. Pat indicated that there's a tremendous amount of work involved to make the Book Sale happen and an equal level of effort is needed from all of the SEP groups so that it doesn't fall only a few people.

#### **Sheila Rednose, AIP**

- The National AISES Conference was a success. AIP will participate in the National American Indian Month activities at Sandia Labs. In honor of National American Indian Month, AIP co-sponsored a fun run and walk with the Wellness Center.

#### **Patty Padilla for CPWD**

- Disability Awareness Month Event held October 18, 2007: The "YouTube" Experience featuring four individuals who have overcome adversity and gone on to thrive in their lives. This included a 17-year old female who was adopted from an orphanage in Russia. She lost both legs as a toddler due to an illness and went on to become a national champion swimmer.
- Veteran's Day was very successful and appreciate everyone's support of the celebration.

#### **Chris Duran, APAP**

- APAP had their first council meeting yesterday. One of the council's goals is to increase membership.

#### **Edna White, BEP**

- Erika Seams participated in the FLP recruitment efforts for 2008 class at both UNM and NMSU
- Between both schools, one African-American interviewed
- Contacted black programs and advising office at UNM and both directors were not aware of the info session or interviews
- Bernard Whitaker will participate as the BEP in the FLP interviews at Prairie View A&M University
- Groups/teams will be established to implement each strategic goal and objecting in the FY 08 BEP Strategic Plan

- Lowell Elementary School Tutoring Program ongoing.
- November 14 & 15: Bring A Turkey to Work Day. Galvin Brown will assist in the collections as the BEP representative
- Will support SEP Food Drive.
- BEP will sponsor a family for Thanksgiving and Christmas.

**Tena Chavez, OST**

- In FY 07, 38 minorities were hired as Special Agents.
- The FY 08 recruiting goal is to increase the number of female applicants. FWP indicated that they're willing to assist in the effort.

**Alicia Williams, FWP**

- FWP's focus this year will be on self-development and improving job related skills. In support of this initiative, FWP will bring in Toastmasters and similar self development and improvement events that will be open to all employees.
- FWP adopted a family for the holidays.

**Nancy Hogan, HEP**

- HEP is working on their goals and objectives for FY 08.
- HEP is sponsoring two families for the holidays.
- Working on establishing an Employee of the Quarter Recognition Program and also a Mentorship Program for new employees.

Next Meeting: February 14, 2008, 9:30 a.m. – 11:00 a.m., Room 383-315, Room 383-316

**Meeting Schedule for the remainder of the fiscal year.** - Mark Your Calendars  
**February 14, 2008 - Thursday, 9:30 a.m. - 11:00 a.m. - Bldg. 383, Room 315**  
**May 8, 2008, Thursday, 9:30 a.m. - 11:00 a.m. - Bldg. 383, Room 315**  
**August 7, 2008, Thursday, 9:30 a.m. - 11:00 a.m.- Bldg. 383, Room 315**

Attachments:  
 DAC Action Plan